
U.S. Department of State Records Schedule

Chapter 25: Population, Refugees, and Migration Records

General

A-25-001-01a **Subject/Organization/Country Files**

Description: Correspondence, e-mail, copies of congressionals, faxes, copies of agreements, memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries.

a. Policy and procedural files documenting the development and implementation of U.S. policies and procedures, including inter-Departmental policy and procedural guidance, financial plans, and budget records which reflect substantive policy decisions, and the work of the Policy and Program Review Committee (PPRC).

Disposition: Permanent. Retire to RSC when 5 years old for transfer to Washington National Records Center. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-23, item 1a **Date Edited:** 4/1/1999

A-25-001-01b **Subject/Organization/Country Files**

Description: Correspondence, e-mail, copies of congressionals, faxes, copies of agreements, memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries.

b. Administrative and operational files consisting of correspondence, memoranda, copies of responses to congressional inquiries, press guidance, budget and financial plan working papers, office copies of travel vouchers and personnel papers, and other documentation accumulated incident to routine administrative and operational activities.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-95-23, item 1b **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 25: Population, Refugees, and Migration Records

A-25-001-02a	Chronological files of correspondence, memoranda and telegrams
Description:	a. Maintained by or for Assistant Secretary and Deputy Assistant Secretaries or equivalents (may be maintained by incumbent or Staff Assistant).
Disposition:	Permanent. Retire to RSC when 1 year old for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-23, item 2a
Date Edited:	4/1/1999
A-25-001-02b	Chronological files of correspondence, memoranda and telegrams
Description:	b. All other offices
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-59-95-23, item 2b
Date Edited:	4/1/1999
A-25-001-03a	Reports, Publications and Printed and Processed Material
Description:	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material. a. Master Files.
Disposition:	Permanent. Retire to RSC in 10-year blocks for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-23, item 3a
Date Edited:	4/1/1999
A-25-001-03b	Reports, Publications and Printed and Processed Material
Description:	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material. b. All other copies.
Disposition:	Retire to RSC when 3 years old. Destroy when 5 years old.
DispAuthNo:	N1-59-95-23, item 3b
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 25: Population, Refugees, and Migration Records

A-25-001-04a	Briefing Books- Briefing books prepared for meetings, congressional appearances, conferences, and other occasions. Include telegrams, background and briefing papers, speeches, statements, articles, and other relevant materials		
Description:	a. Master File.		
Disposition:	Permanent. Retire when 5 years old or when no longer need, whichever is sooner, to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-95-23, item 4a	Date Edited:	4/1/1999
A-25-001-04b	Briefing Books- Briefing books prepared for meetings, congressional appearances, conferences, and other occasions. Include telegrams, background and briefing papers, speeches, statements, articles, and other relevant materials		
Description:	b. All other copies.		
Disposition:	Destroy when 1 year old or when no longer needed, whichever is sooner.		
DispAuthNo:	N1-59-95-23, item 4b	Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 25: Population, Refugees, and Migration Records

Office of the Executive Director

A-25-002-01 Automation Documentation File

Description: Arranged by automation project and subject. Memoranda, contracts, system requirements, operating procedures, training information, maintenance records, general correspondence, correspondence with vendors, copies of invoices, telegrams, inventories, lease information. Documentation date from 1984-93.

Disposition: Destroy 1 year after system is no longer in use.

DispAuthNo: N1-59-95-23, item 5 **Date Edited:** 4/1/1999

A-25-002-02a Refugee Admission Statistics-Reporting cables, in-house statistical reports and the widely distributed yearly summary of refugee admissions report, and any other documentation which may be accumulated while compiling the reports

Description: a. South East Asian Refugees.

Disposition: Permanent. Retire to the RSC at the completion of the Comprehensive Plan of Action (CPA) for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-23, item 6a **Date Edited:** 4/1/1999

A-25-002-02b Refugee Admission Statistics-Reporting cables, in-house statistical reports and the widely distributed yearly summary of refugee admissions report, and any other documentation which may be accumulated while compiling the reports

Description: b. World Wide Refugees (all others).

Disposition: Permanent. Retire to the RSC when 10 years old for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-23, item 6b **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 25: Population, Refugees, and Migration Records

Office of Refugee Admissions

A-25-003-01 Proposal Process Files

Description: Arranged by Voluntary Agency (VOLAG). Proposals from VOLAGS, copies of cooperative agreements, guidance, program announcements, and documents from agencies used in the resettlement of refugees in U.S. communities.

Disposition: Block by year. Retire to RSC when 2 years old. Destroy when 4 years old.

DispAuthNo: N1-59-95-23, item 7 **Date Edited:** 4/1/1999

A-25-003-02 VOLAG and Affiliates Monitoring Reports

Description: Auditing reports, site audits, letters, responses to reports, schedules, copies of case loads, interviews and other documentation accumulated during monitoring of VOLAG or affiliate.

Disposition: Permanent. Retire RSC when 2 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-23, item 8 **Date Edited:** 4/1/1999

A-25-003-03 Cooperative Agreements Files

Description: Copies of cooperative agreements being maintained to be used to complete the annual statistical report. Record copy is maintained by the Comptroller.

Disposition: Destroy after the completion of the annual statistical report.

DispAuthNo: N1-59-95-23, item 9 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 25: Population, Refugees, and Migration Records

Office of the Comptroller

A-25-004-01 **OIG Inspections and Audit Reports - Arranged alphabetically by subject, organization and title**

Description: Inspection and audit reports, telegrams, and relating correspondence.

Disposition: Destroy when superseded by new inspection or audit.

DispAuthNo: N1-59-95-23, item 10 **Date Edited:** 4/1/1999

A-25-004-02 **CPA Audit Files**

Description: Correspondence, memorandums, audits, and related documentation resulting from audits by private CPAs of private organizations receiving grant money for refugee-related matters.

Disposition: Retire to RSC when 3 years old. Destroy 6 years and 3 months after final payment.

DispAuthNo: N1-59-95-23, item 11 **Date Edited:** 4/1/1999

A-25-004-03 **GAO Reviews - Arranged by subject and organization**

Description: Audit reports, telegrams, memoranda and relating correspondence.

Disposition: Destroy when superseded by new review.

DispAuthNo: N1-59-95-23, item 12 **Date Edited:** 4/1/1999

A-25-004-04 **Cooperative Agreements on Overseas Programs**

Description: Agreements, cables, memos, financial documentation, amendments, contractor's reports, etc. pertaining to agreements between the Department and American or international organizations.

Disposition: Retire to RSC at the end of the fiscal year in which all financial transactions are completed. Destroy 6 years and 3 months after final payment.

DispAuthNo: N1-59-92-4, item 1 **Date Edited:** 4/1/1999

A-25-004-05 **Contributions to International Organizations**

Description: Memos, cables, purchase orders, reports, and appeals that identify contributions obligated by the Department of State to international organizations.

Disposition: Retire to RSC 3 years after end of fiscal year in which obligations were completed. Destroy when 10 years old.

DispAuthNo: N1-59-92-4, item 2 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 25: Population, Refugees, and Migration Records

Office of Population

A-25-005-01a Policy File

Description: a. Laws and mandates dictating international population policy.

Disposition: Destroy when superseded, obsolete, or no longer needed for current operations.

DispAuthNo: N1-59-88-36, item 1a **Date Edited:** 4/1/1999

A-25-005-01b Policy File

Description: b. Documents relating to the reaffirmation of U.S. policy on international policy issues, reviews of population policies and programs, guidelines for establishing a policy, and documents reflecting policy implementation and evaluation.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-88-36, item 1b **Date Edited:** 4/1/1999

A-25-005-02 Country File

Description: Consist of records relating to economic conditions and assistance, briefing papers, economic surveys, issues on health topics, human resource reports, inventory of population projects including demo graphic facts, copies of fact sheets, papers outlining major issues to be discussed at meetings, annual budget information, post reporting plans, and other related documents.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-88-36, item 2 **Date Edited:** 4/1/1999

A-25-005-03a UN Fund for Population Activities (UNFPA)

Description: a. General.

Consist of records relating to assistance provided to other countries through support projects and programs. Includes questionnaires, assessment of fund activities, proposed studies, UNFPA activity reviews, inter-country activities, and other related documents.

Disposition: Maintain in 3 year blocks. Retire to RSC when 5 years old. Transfer to WNRC when 10 years old. Destroy when 20 years old.

DispAuthNo: N1-59-88-36, item 3a **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 25: Population, Refugees, and Migration Records

A-25-005-03b	UN Fund for Population Activities (UNFPA)
Description:	b. International meetings and conferences. Documents relating to strategic planning for the promotion of economic development and human rights. Includes draft resolutions, U.S. preparatory documents, position papers, press conference material, press releases, statement by heads of delegations and other related documents.
Disposition:	Maintain in 10 year blocks. Retire to RSC when 12 years old. Destroy when 20 years old.
DispAuthNo:	NC1-59-88-36, item 3b
Date Edited:	4/1/1999
A-25-005-03c	UN Fund for Population Activities (UNFPA)
Description:	c. International organizations. Documents dealing with cooperative programs, contributions and grants, establishment of family planning programs, documents reflecting such issues as funding, support services, and technical assistance.
Disposition:	Maintain in 10 year blocks. Retire to RSC when 12 years old. Destroy when 20 years old.
DispAuthNo:	N1-59-88-36, item 3c
Date Edited:	4/1/1999
A-25-005-04	International Development
Description:	Documents relating to U.S. Government funding of foreign aid programs in developing countries around the world for funding of foreign aid population programs. Includes correspondence relating to the appropriation of federal funds, strategic planning for population activities, congressional foreign aid assistance, population aid proposals, and documents reflecting the impact of family planning services on population.
Disposition:	Block annually. Retire to RSC when 10 years old. Destroy when 15 years old.
DispAuthNo:	N1-59-88-36, item 4
Date Edited:	4/1/1999
A-25-005-05	National Security File
Description:	Consists of information on population issues and programs, world demographic statements, documents reflecting meetings on world population, NSC annual reports, copies of CIA security studies, and other related documents.
Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-88-36, item 5
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 25: Population, Refugees, and Migration Records

A-25-005-06a	Trip Reports-Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services, and progressive measures		
Description:	a. Internal.		
Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-88-36, item 6a	Date Edited:	4/1/1999
A-25-005-06b	Trip Reports-Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services, and progressive measures		
Description:	b. Other.		
Disposition:	Destroy when 6 months old.		
DispAuthNo:	N1-59-88-36, item 6b	Date Edited:	4/1/1999
A-25-005-07	Hearings File		
Description:	Testimonies and briefing papers prepared for Hearings of the House Foreign Operations Sub Committee. Included are question and answer papers concerning testimonies.		
Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 25 years old.		
DispAuthNo:	N1-59-88-36, item 7	Date Edited:	4/1/1999
